DIRECT Debit

Medway COUNCIL

Serving You

Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Medway Council
HRA Housing Services
Gun Wharf
Dock Road
Chatham
Kent
ME4 4TR

Service User Number (Medway Council use only)

6	9	2	6	9	2

Tenant name:

Tenant address:

Post code:

Name(s) of account holder(s)

Garage Rent Account Reference Number:

/

Garage Address:

Bank/building society account number

Please tick the box of required payment date

1st Monthly		Friday Weekly	

Branch sort code

- -

Instruction to your bank or building society

Please pay Medway Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Medway Council and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI2

This guarantee should be detached and retained by the payer.

DIRECT Debit

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Medway Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Medway Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Medway Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Medway Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.